



MAINE REAL ESTATE COMMISSION

QUALIFYING EDUCATION PROGRAM APPROVAL APPLICATION & SUPPLEMENTARY MATERIALS

QUALIFYING EDUCATION REQUIREMENTS

COURSE DEVELOPMENT

Real estate license candidates must show proficiency in specific skills and knowledge to qualify for a license. This is accomplished in part by completing one or more qualifying education courses. The Commission's qualifying education courses (Sales Agent, Associate Broker, and Designated Broker) consist of subject matter specific to each license level. The Real Estate Commission has developed course outlines that define the required subject matter for each level. The Commission expects instructors to cover all the material defined in the course outline and to adhere to the number of hours suggested for each topic as closely as possible. Reference the specific Course Guidelines for the required minimum course hours and an in-depth description of mandated content. *Distance Education Providers: Please see Page 10 of this packet for additional information.*

FILING THE APPLICATION

The following information summarizes the requirements for application. Contact the Real Estate Commission at (207) 624-8518 if you have questions.

- The provider/school is required to file a course approval application that must include a fully complete syllabus as described below and the filing fee at least 30 days before the first class session.
- The \$100 late filing fee must be paid in addition to the normal application fee if the application is filed less than 30 days before the first scheduled class (live delivery classes).
- A separate application must be filed for each different type of course for which approval is sought.
- The Commission will notify the course provider in writing of the results of the program evaluation within 30 days after receipt of the fully completed application and syllabus.

SYLLABUS CHECKLIST *(THE SYLLABUS IS CONSIDERED COMPLETE ONLY IF IT CONTAINS ALL THE ELEMENTS IN THE CHECKLIST)*

The following must be included with the application:

A separate document(s) with:

- Name of school/course provider
- Instructor's name & brief biography
- Title of the course
- Location (street address and room number)
- Dates the course will begin and end
- Day, date, and time of each individual class (i.e. Class One, Monday Sept 1, 2002, 6-9 PM, etc.)
- List of textbooks to be used in class to include title, publisher, and edition. Also include the publication date of the Maine License Law and Rules Reference Book that will be used.
- Description of the school's grading and attendance policies.

Detailed Outline

- Content outline for each class session arranged by date and/or number (i.e. Oct 2 – Class 1). Each session must be outlined in sufficient detail as to adequately describe the material to be covered. The outline must include a breakdown of the actual classroom time to be spent on each topic to help determine whether sufficient time has been allocated to any one topic area.
- Note quiz and test dates on the outline (minimum 3 quizzes required in addition to final exam).

Comprehensive Final Exam and Answer Key

- The Commission requires that the final exam cover all mandated topic areas according to the weight each topic carries in the course as a whole. For instance, on a 100 item final exam, it is expected that 15 items will test a topic that comprises 15% of the course ($15\% \times 100 = 15$ items). See course guidelines for a breakdown of the mandated topics specific to each level of the pre-license programs.

PROVIDER'S ADMINISTRATIVE RESPONSIBILITIES

Upon approval of a qualifying education program, the Real Estate Commission will notify the provider in writing of the date and terms of approval. Programs are approved for one calendar year from the date of initial approval. The notification will include the date the program was approved, the date approval expires, and a brief summary of reporting requirements (see below). It is important to note that the Commission does not notify qualification education course providers when program approval is about to expire. The provider is expected to monitor the terms of its approved qualifying education programs and submit application for re-approval when appropriate. Applications are available directly from the Real Estate Commission or may be downloaded online at www.maine.gov/professionallicensing.

UPON ADMINISTRATION OF A PROGRAM, THE PROVIDER MUST ENSURE THAT:

At the first class session:

- Each student receives a copy of the course guidelines developed by the Real Estate Commission for the course being offered.
- Each student receives a copy of the instructor's syllabus.
- The instructor reads the appropriate statement from Attachment I regarding course approval as required by Chapter 360, Section 3(F).

Upon conclusion of the course:

- The instructor distributes and collects a Student Evaluation of Pre-License Program form from each student for critique of the course and instructor.
- The Program Enrollment Report and Instructor's Summary of Student Evaluations form are submitted to the Commission within 30 days of completion of the course. The individual student evaluations shall be retained by the provider/school; individual student evaluations must NOT be submitted to the Real Estate Commission.
- Each student receives an official transcript on school letterhead that contains:
 - School name
 - Course title
 - Student's name
 - Instructor's name
 - Final numerical grade (if school issues only letter grades, the numerical equivalent must be included to ensure that the student has achieved the minimum passing grade as set by Commission rule)
 - Course completion date (completion date is the date of the final class, NOT the date the student submitted make-up work to complete course requirements or completed a make-up final exam. All students in a course will have the same course completion date, regardless of whether a student has completed all the course requirements on that day)
- Signature of an authorized school official

THE COURSE PROVIDER IS ALSO REQUIRED TO:

- Report to the Real Estate Commission any substantial changes to information as reported on the initial application, including the course content, instructor(s), or course schedule.
- Report plans to offer additional courses during the term of approval. This information is required for the Commission's record keeping. The Commission also uses the information to compile a list of current course offerings to assist potential students in obtaining qualifying education. The list is mailed to potential students on request and is also posted to the Commission's web site.
- Be aware of the program expiration date indicated in the letter of approval.

Fee: \$80.00
Late Filing Fee: \$100.00

You must pay the late filing fee PLUS the regular application fee if this application is filed fewer than 30 days before the first class session.

LIVE DELIVERY
QUALIFYING EDUCATION
APPROVAL APPLICATION

MAINE REAL ESTATE COMMISSION
MAILING ADDRESS:
35 STATE HOUSE STATION, AUGUSTA ME 04333-0035
COURIER ADDRESS:
76 NORTHERN AVENUE, GARDINER ME 04345
PHONE: (207) 624-8518 FAX: (207) 624-8637
HEARING IMPAIRED: (888) 577-6690

FOR MREC OFFICE USE ONLY

CHECK NO _____
AMT _____
CASH NO _____
APPRVL DATE _____
EXPIRE DATE _____

COURSE:

☐ New Application ☐ Renewal Application

_____ The Sales Agent Course
_____ The Associate Broker Course
_____ The Designated Broker Course

REQUIRED ATTACHMENTS:

_____ Syllabus including class dates, times and location
_____ Instructor Resume
_____ Attendance & Grading policy
_____ Final examination with answer key

PROGRAM SPONSOR: _____

Please check type of organization:

_____ Degree-granting institution
_____ Proprietary School
_____ Public School Adult Education Program

CONTACT PERSON: _____

(Person to whom MREC should direct any communication regarding program approval)

STREET/PO BOX: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____ EMAIL ADDRESS: _____

PROGRAM REGISTRAR: _____

PHONE: _____ FAX: _____ EMAIL ADDRESS: _____

INSTRUCTOR: _____

(Attach a biography outlining qualifications to teach subject matter)

STREET/PO BOX: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____ EMAIL ADDRESS: _____

PROGRAM SCHEDULE: List the dates and locations program will be offered. Notify the Commission of any changes.

START DATE	END DATE	LOCATION

CERTIFIED STATEMENT AND SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL

By my signature, I hereby agree to abide by the requirements and conditions set forth by Rule Chapter 360 of the State of Maine Real Estate Commission Rules and Regulations pertaining to qualifying education programs. I hereby certify that the information contained in this application is accurate and true to the best of my knowledge and belief.

SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL

DATE

PAYMENT OPTIONS:

Make checks payable to "Maine State Treasurer" – If you wish to pay by MasterCard or Visa, fill out the following:

NAME OF CARDHOLDER (please print): _____

I authorize the Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation to charge my

☐ Visa ☐ MasterCard the following amount: \$ _____

Card number: _____ Expiration Date: _____

SIGNATURE _____ DATE _____

STUDENT EVALUATION OF QUALIFICATION EDUCATION PROGRAM

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION

MAINE REAL ESTATE COMMISSION

RETURN THIS EVALUATION TO YOUR PROGRAM INSTRUCTOR

You have just completed a program recognized by the Real Estate Commission as complying with all or part of the educational requirements for a real estate license. The Commission is committed to excellence in real estate education and in that interest encourages your comments regarding the quality of this program. Your constructive comments on the instructor, course content and classroom environment will help us improve future programs. The Commission values your opinion and offers its sincere thanks for your cooperation in our effort to ensure quality real estate education. In addition to this evaluation feel free to contact the Commission directly with your comments.

PROGRAM SPONSOR/SCHOOL _____

COURSE (check one): ☐ SALES AGENT ☐ ASSOCIATE BROKER ☐ DESIGNATED BROKER

DATE M/___ D/___ Y/___ LOCATION _____ INSTRUCTOR _____

PLEASE CIRCLE YOUR RESPONSE TO THE FOLLOWING:

COURSE MATERIAL:

Course objectives were clear.

Course objectives were met.

Course material was well organized.

Course material was presented in sufficient depth.

I would recommend this program to my colleagues.

COMPLETE IF LIVE/CLASSROOM SETTING:

The instructor was knowledgeable in the subject.

The teaching methods used by the instructor were effective.

Instructor communicated subject matter well.

Instructor supervised course well.

COMPLETE IF DISTANCE LEARNING SALES AGENT PROGRAM:

The course website was easy to navigate.

Instructions for using course materials were clear.

Technical support was readily available.

**Strongly
Disagree**

**Strongly
Agree**

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

What did you like most about this program? _____

What did you like least about this program? _____

Additional Comments _____

INSTRUCTOR'S SUMMARY OF STUDENT EVALUATIONS

QUALIFICATION EDUCATION PROGRAM

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE PROFESSIONAL & OCCUPATIONAL REGULATION

MAINE REAL ESTATE COMMISSION

35 State House Station, Augusta, ME 04333-0035
PH 207-624-8518 HEARING IMPAIRED 888-577-6690
www.maine.gov/professionallicensing

Summarize students' responses below. Record comments on a separate sheet of paper and attach to this form. This summary must be submitted with the course enrollment report within 30 days of conclusion of the program. Retain original evaluations and a copy of this summary for your records.

RECORD THE NUMBER OF RESPONSES IN EACH CATEGORY:

COURSE MATERIAL:

Course objectives were clear.

Course objectives were met.

Course material was well organized.

Course material was presented in sufficient depth.

I would recommend this program to my colleagues.

COMPLETE IF LIVE/CLASSROOM SETTING:

The instructor was knowledgeable in the subject.

The teaching methods used by the instructor were effective.

Instructor communicated subject matter well.

Instructor supervised course well.

COMPLETE IF DISTANCE LEARNING SALES AGENT PROGRAM:

The course website was easy to navigate.

Instructions for using course materials were clear.

Technical support was readily available.

**Strongly
Disagree**

**Strongly
Agree**

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Please describe any changes you plan to make to this program after review of evaluations. _____

Any substantial change in the course syllabus must be reported to the Director.

Instructor's Signature

Date

QUALIFICATION EDUCATION PROGRAM ENROLLMENT REPORT

[illegible]

Please use the space below to comment on Commission-required content and parameters for this course. Be sure to note any changes or additions you would recommend.

Instructor's Signature

Date

ATTACHMENT 1
QUALIFICATION EDUCATION PROGRAM

MAINE REAL ESTATE COMMISSION
35 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0035
PHONE: (207) 624-8518 FAX: (207) 624-8637 HEARING IMPAIRED: (888) 577-6690

NOTICE TO PROGRAM PARTICIPANTS REGARDING COURSE APPROVAL

Instructors are required to read and distribute to students copies of one of the following statements before commencement of the first class session. Statement #1 shall be read and distributed if the provider/school has received written course approval from the Maine Real Estate Commission. Statement #2 must be read and distributed if approval is pending or has not been granted.

STATEMENT #1

The Maine Real Estate Commission is committed to quality real estate education. Toward that goal, the syllabus for this course has been reviewed and approved as meeting the guidelines for pre-license education established by the Commission. The guidelines and the syllabus are being distributed to you for your information. At the conclusion of this course you will be given an opportunity to critique program content and its delivery. The Commission welcomes your comments regarding your experience in this course.

STATEMENT #2

The Maine Real Estate Commission is committed to quality real estate education. In pursuit of that goal, the syllabus for each pre-license course must be reviewed and approved by the Real Estate Commission before the course may be promoted as meeting pre-license requirements. The syllabus for this course has not been approved. Unless and until it is approved, you may not assume that successful completion of the course will satisfy the education requirements for licensing.

ATTACHMENT 2

SALES AGENT COURSE VIA DISTANCE EDUCATION

MAINE REAL ESTATE COMMISSION
35 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0035
PHONE: (207) 624-8518 FAX: (207) 624-8637 HEARING IMPAIRED: (888) 577-6690

At their December 2006 meeting, the Maine Real Estate Commission voted to allow delivery of the Sales Agent Course via distance education. For purposes of this discussion, distance education delivery formats may include paper-based workbooks, computer-based delivery, or delayed video delivery. **In addition to the requirements listed on the Sales Agent Course outline**, any provider who wishes to request approval to provide the Sales Agent Course via distance education must comply with the following guidelines.

1. Include a minimum of two case studies as part of the course content;
2. Make sure that quiz questions and test questions are not repetitive;
3. Outline a clear policy regarding instructor access, cheating, refunds, and completion deadlines;
4. When returning graded quizzes to students, include explanations of why wrong answers are wrong, and sufficient information for students to understand which answer is correct; and
5. Submit Evaluation Summaries to the Commission monthly.

When a student completes the Sales Agent Course via correspondence, you must issue a Maine Real Estate Commission Course Completion Certificate.

Please note that students have one year following course completion to pass the Sales Agent Examination and one year following the Sales Agent Examination to apply for a Sales Agent license.

COURSE APPROVAL/RENEWAL:

Qualifying education courses are approved for a one-year period. Each course sponsor is responsible for keeping track of expiration dates and applying for re-approval in a timely fashion if that sponsor wishes to continue offering the course. In order to avoid interruption in the course approval period, sponsors must apply for re-approval at least thirty days before course approval expires. Applications for re-approval received less than thirty days before expiration of the current approval period are subject to a \$100 late fee.

Fee: \$80.00
Late Filing Fee: \$100.00

You must pay the late filing fee PLUS the regular application fee if this application is filed fewer than 30 days before the first class session.

**DISTANCE EDUCATION
APPROVAL APPLICATION
(SALES AGENT COURSE ONLY)**

MAINE REAL ESTATE COMMISSION
MAILING ADDRESS:
35 STATE HOUSE STATION, AUGUSTA ME 04333-0035
COURIER ADDRESS:
76 NORTHERN AVENUE, GARDINER ME 04345
PHONE: (207) 624-8518 FAX: (207) 624-8637
HEARING IMPAIRED: (888) 577-6690

FOR MREC OFFICE USE ONLY

CHECK NO _____
AMT _____
CASH NO _____
APPRVL DATE _____
EXPIRE DATE _____

REQUIRED ATTACHMENTS:

_____ Syllabus including textbook requirements
_____ Instructor resume
_____ Course workbooks/student handouts
_____ Internet access codes or cds (if used)
_____ Two case studies with answer keys
_____ Three quizzes with answer keys
_____ Final Examination with answer key
_____ Course administration policy, to include information regarding instructor access, course completion deadlines, grading, cheating, and refunds.

PROGRAM SPONSOR: _____

Please check type of organization:

☐ Degree-granting institution ☐ Proprietary School ☐ Public School Adult Education Program

CONTACT PERSON: _____

(Person to whom MREC should direct any communication regarding program approval)

STREET/PO BOX: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____ EMAIL ADDRESS: _____

PROGRAM REGISTRAR: _____

PHONE: _____ FAX: _____ EMAIL ADDRESS: _____

INSTRUCTOR: _____

(Attach a biography outlining qualifications to teach subject matter)

STREET/PO BOX: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____ EMAIL ADDRESS: _____

CERTIFIED STATEMENT AND SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL

By my signature, I hereby agree to abide by the requirements and conditions set forth by Rule Chapter 360 of the State of Maine Real Estate Commission Rules and Regulations pertaining to qualifying education programs. I hereby certify that the information contained in this application is accurate and true to the best of my knowledge and belief.

SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL

DATE

PAYMENT OPTIONS:

Make checks payable to "Maine State Treasurer" – If you wish to pay by MasterCard or Visa, fill out the following:

NAME OF CARDHOLDER (please print): _____

I authorize the Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation to charge my

☐ Visa ☐ MasterCard the following amount: \$ _____

Card number: _____ Expiration Date: _____

SIGNATURE _____ DATE _____